

## **CHECKLIST FOR E-FILINGS**

### **WORD DOCUMENT**

- ☐ 1) "Electronically Filed" is stated in the caption of the pleading.
- ☐ 2) There is a completed certificate of service. (signature (s/ John Doe), dated etc.)
- ☐ 3) There is an "s/ (attorney's typed name)" with the attorney's name typed on the signature line.

### **PDF DOCUMENTS**

- ☐ 1) If the main document is created with a word application, it must be **converted** to PDF format instead of printed and scanned to create the PDF.
- ☐ 2) The main pleading is a **separate** PDF document from any attachments, and each exhibit is a separate PDF document.
- ☐ 3) There are no missing pages. All pages are in order and right side up.
- ☐ 4) Every page is legible. (The main document and all attachments)

### **ELECTRONICALLY FILING THE PLEADING**

- ☐ 1) The attorney's name on the signature line must match the name of attorney logged into ECF.
- ☐ 2) Choose the correct case.
- ☐ 3) Check the case number and caption of the case the on top of each screen.
- ☐ 4) Choose the most accurate/appropriate event.
- ☐ 5) If this is a multi-part **motion**, multiple reliefs should be chosen.
- ☐ 6) All attachments must be filed individually and separately from one another, and named appropriately.
- ☐ 7) For each document filed or electronically attached, verify that you are filing the correct document by opening the PDF document at the "Browse" screen with Acrobat Reader before the document is uploaded into ECF.
- ☐ 8) A proposed order must be a separate document and accompany the motion as an electronic attachment, not as a separate entry.
- ☐ 9) When filing a "Motion for leave to file a document," the subject document is to be filed as an electronic attachment to the Motion, NOT as a separate entry.
- ☐ 10) Describe all attachments completely and concisely.
- ☐ 11) If given the opportunity to create a link to an existing event, do so when appropriate.
- ☐ 12) Use the optional text box, when given the opportunity, to further describe your pleading. Rule of thumb: the docket text should accurately reflect the title of the pleading being filed.
- ☐ 13) If you use the optional text box, make certain that information added should not be a separate entry.